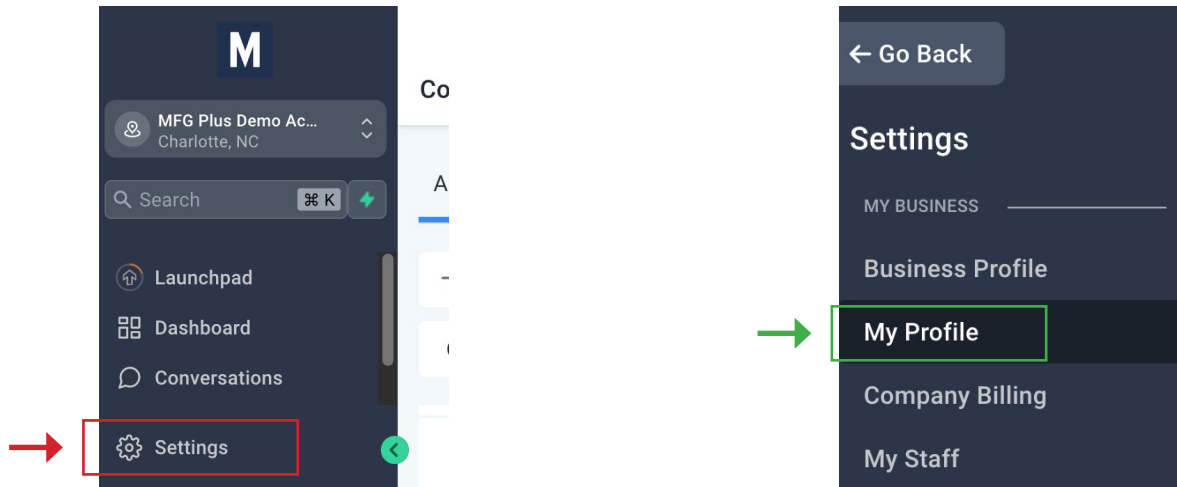
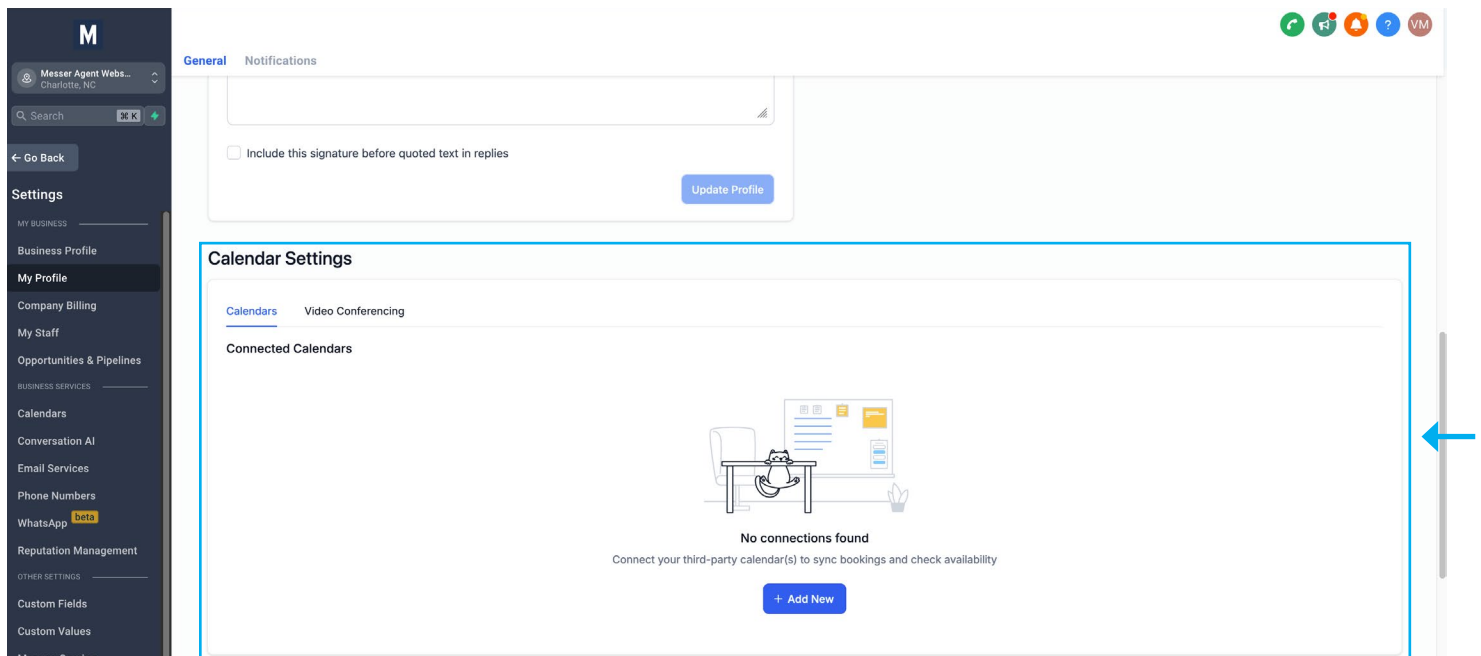


How to Integrate Your Outlook or Gmail With MyMFG+

1. Navigate to the **Settings** section at the bottom left of the page (highlighted in red below).
2. Once inside settings, go to the **My Profile** tab (highlighted in green below).

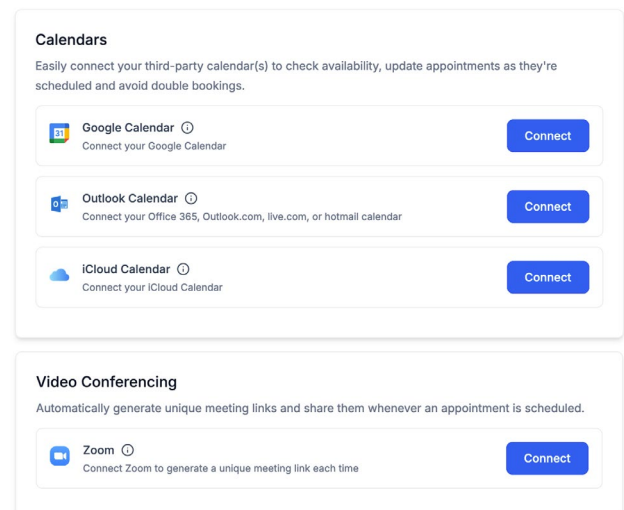


3. Scroll to the **Calendar Settings** area (highlighted in blue below) and select **+ Add New**



4. Login and follow the instructions given by your calendar provider.
5. Once complete, the calendar will show as **Linked**.

See the next page for more information.



Calendar Settings

The screenshot shows the 'Calendar Settings' page. At the top, there are tabs for 'Calendars' and 'Video Conferencing'. Below this is the 'Connected Calendars' section, which contains a list of calendars. A blue '+ Add New' button is located in the top right corner of this section, highlighted with a green box and a green arrow. Below this is the 'Calendar Configuration' section. It has two sub-sections: 'Linked Calendar' and 'Conflict Calendars'. In the 'Linked Calendar' section, there is a card for a calendar from '@messengerfinancial.com' with an 'Edit' button highlighted in a red box and a red arrow. There is also an 'Advanced Settings' link. The 'Conflict Calendars' section has a card for the same calendar with an 'Edit' button.

6. To add more calendars, click **+ Add New** in the top right of the **Connected Calendars** area (highlighted above in green) and repeat Step 4.
7. To edit the Sync settings for a calendar, click the **Edit** button in the top right of the selected calendar (highlighted in red above).
8. By default, calendars added are set to **One-Way Sync**. This means that events added to your calendar in Plus are not added to your external calendar, but events made on your external calendar will show up in Plus as a blocked slot. No contacts will be made from people with appoints made in the external calendar. **Two-Way Sync** will allow events made in the external calendar to show in Plus and for events made in Plus to show in the external calendar. Contacts will be made from people with appoints made in the external calendar. Choose the option that's best for you.

The screenshot shows a 'Sync Preferences' dialog box. The title is 'Sync Preferences' and the subtitle is 'How would you like to sync your linked calendar events?'. There are two main options: 'Default Sync (One-way Sync)' and 'Two-way Sync'. The 'Default Sync' option is selected with a radio button and is marked as 'Recommended'. Below the 'Default Sync' option, it says 'Events from the linked calendar are synced as blocked slots, and no contacts are created for the guests.' Below the 'Two-way Sync' option, it says 'Contacts are created for guests found in linked calendar events, and these events are turned into system appointments.' At the bottom right, there are 'Cancel' and 'Save' buttons.